Test Team

NEW LOOK

20062014

Logging into Jira

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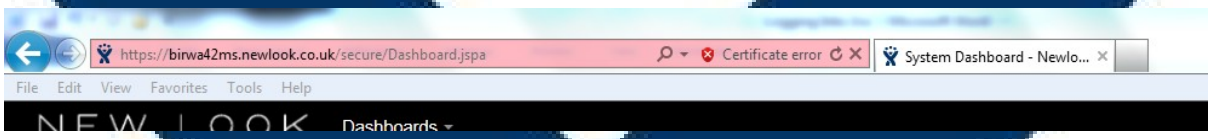
Accessing Jira

You can access JIRA via two different options:

- Web browser
  https://birwa42ms.newlook.co.uk



- Your NAL

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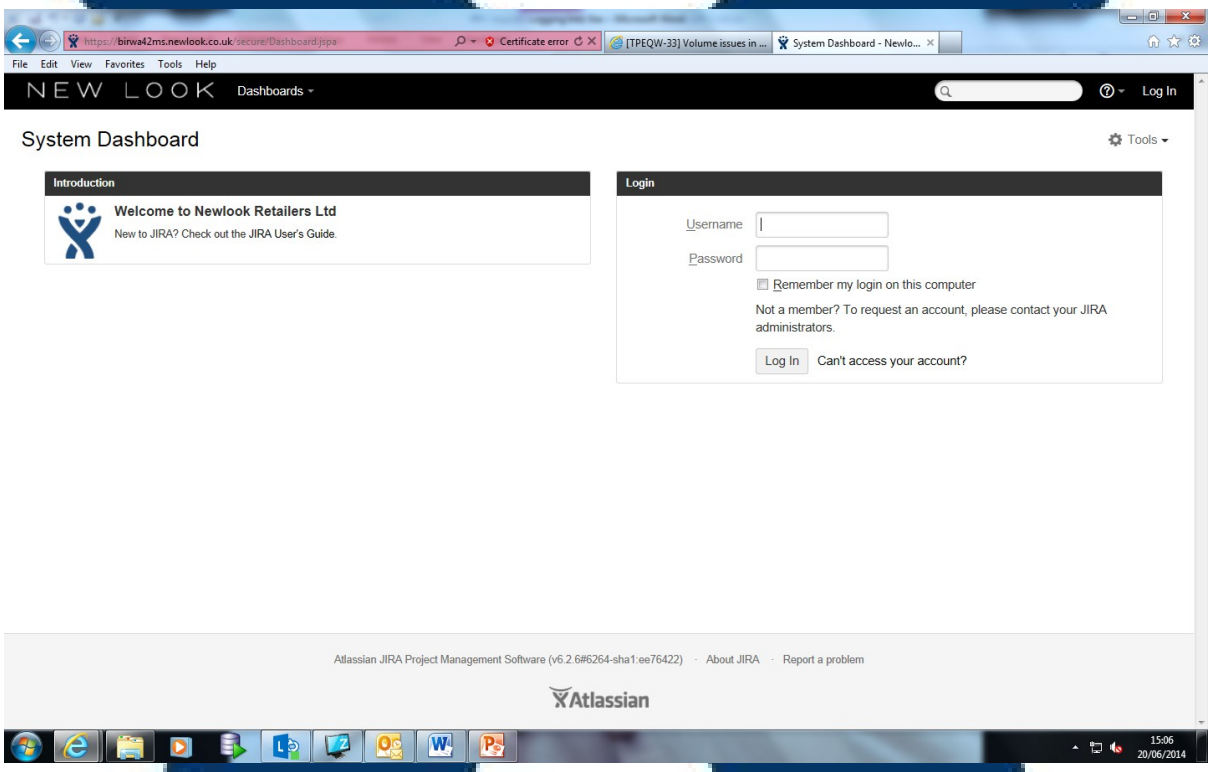
If you are unable to access Jira through either of these, please contact the Helpdesk.

Logging In

Once you have accessed Jira. You will be presented with the logon page. **Remember:** To tick the 'remember my login on this computer' box to save you having to log in every time you access Jira.



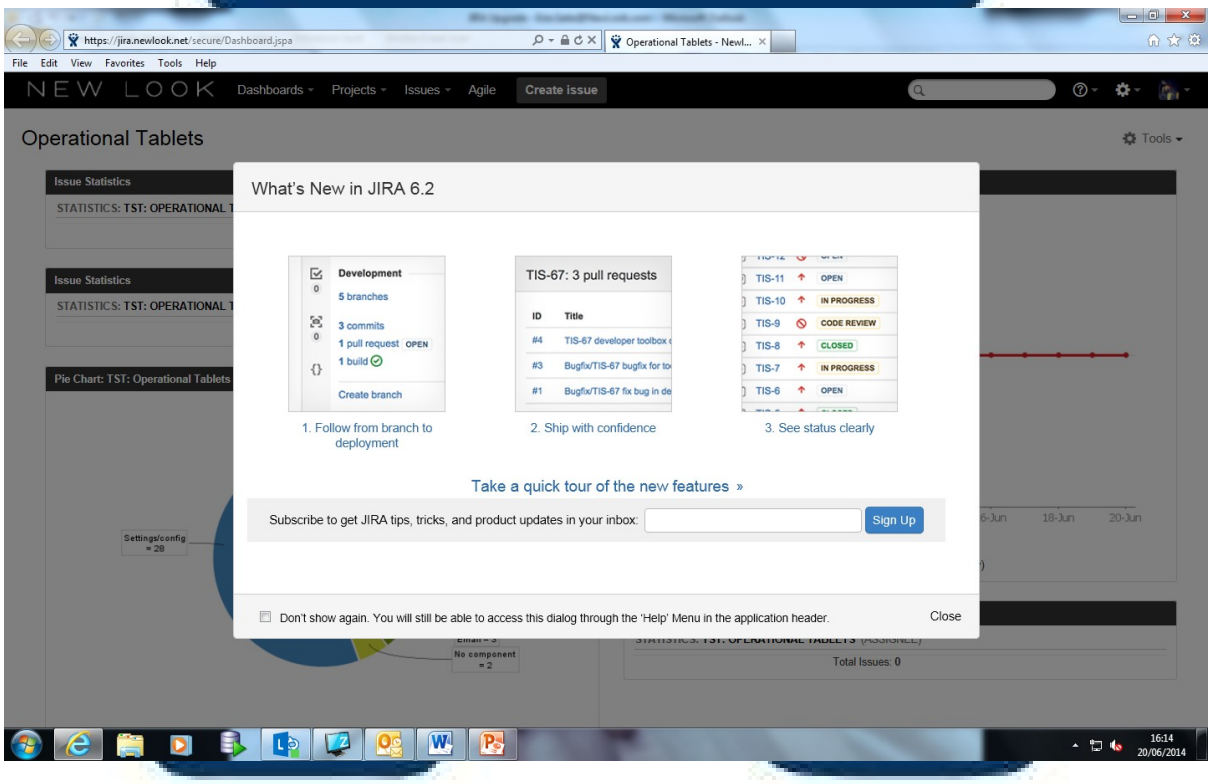
Logging into Jira

Your login details will be the same as they were for Jira 4.2.

Enter your Username and Password then click on ‘Login’.

If you are unable to login please contact the Helpdesk.

Upon logging in, you will be presented with a pop up box of new features within Jira.



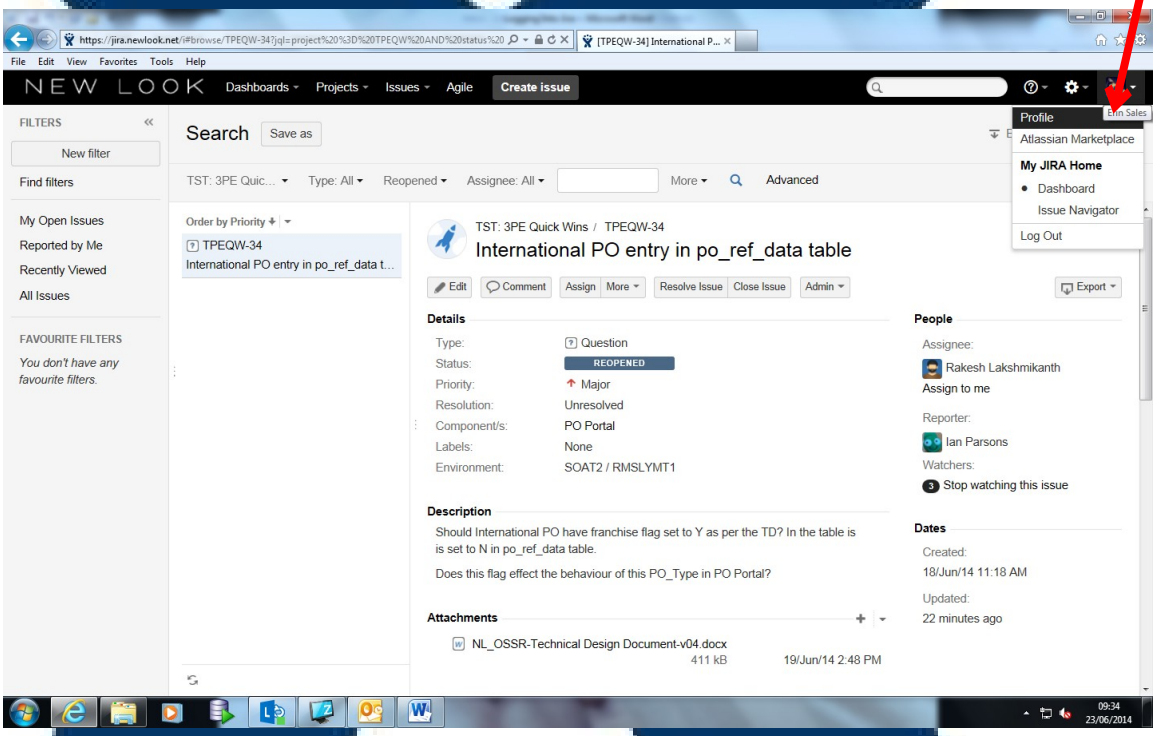
Logging into Jira

Here, you are able to subscribe to get more tips on Jira and its updates.

This pop up will be shown each time you open Jira. However, you do have the option at the bottom of this pop up for it not to be shown again.

To remove this box click on ‘close’ and you will be taken to the Home Page.

Logging Out



Logging into Jira

To Logout of Jira you will need to click on the arrow next to your profile picture in the top right hand side of your screen. This will give you the option at the bottom to ‘Log Out’. Upon clicking this you will be taken to a Log Out confirmation screen where you also have the option to log back in again.